

FS 017

Solicitors or their agents applying for a certificate

The NSW Registry of Births Deaths & Marriages requires particular information whenever a legal practitioner (solicitor) or their agent applies for a certificate on behalf of a client.

The Application

The application form for a certificate must be complete and correct to ensure that the Registry can dispatch the certificate promptly. Provide all necessary details as accurately as possible.

To Apply for a certificate

You can apply for certificate in the following ways:

Online

Apply for Birth, Death and Marriage certificate online from <https://onlineforms.bdm.nsw.gov.au/>

By Post

- a) Download Birth, Death, Marriage and Section 50 search certificate applications from www.bdm.nsw.gov.au or call on 13 77 88 and request for an application to be sent to you.
- b) Complete the application and send request by:

Post: Client services
NSW Registry of Births Deaths and Marriages
GPO BOX 30
SYDNEY NSW 2001

In person:

To access the application and submit the application, visit the Registry of Births Deaths and Marriages offices at 35 Regent St, Chippendale or 160 Marsden St, Parramatta between Monday to Friday 8.00am to 4.30pm or visit nearest Service NSW centre. (To find the nearest Service NSW centre access www.service.nsw.gov.au/service-centre)

The Solicitor's client's entitlement and identification

The client requesting the certificate must be entitled to apply for the certificate according to the criteria listed on the application form. The Registry may ask for additional documents in support of the application such as a Will, Supreme Court requisition order, superannuation beneficiary notice etc.

The Solicitor's authority and registration

1. The solicitor must supply a letter on the company letterhead that shows the address of the solicitor's firm. The letter should address the following:
 - The solicitor should detail whom they are acting for and in what capacity.
 - The solicitor should detail what is the nature and purpose of why they require the particular certificate. e.g., probate. letters of administration, conveyancing, immigration etc.
 - The solicitor should specifically address the link between their client and the person whose name appears on the certificate required addressing the relevant provisions of the *Succession Act 2006* relating to eligibility.
2. The solicitor must also supply a copy of their:
 - Current Law Society Identification card (in their state)
OR
 - Current Law Society Practising Certificate

Note: If the solicitor or legal practitioner is registered outside of Australia, they must provide three current forms of identification for themselves according to the same criteria for applicants listed on the application.

The Agent's authority and identification

The solicitor's letter (on letterhead) must include the name the agent authorised to collect the certificate.

The solicitor's agent must supply at least three current forms of identification according to the criteria and categories listed on the application form.